



Annual Reporting Form

SAMPLE

OMB No. 2050-0139
Expiration Date: May 31, 2004

Please refer to the reporting instructions and the sample Annual Reporting Form when completing this form. Reliable estimates of your WasteWise results are important. If you have questions, call 800 EPA-WISE (372-9473) or e-mail <ww@cais.net>. Annual Reports also can be submitted electronically from the Partner Network section of the WasteWise Web site, <www.epa.gov/wastewise>.

For Reporting Period from 1/1/00 to 12/31/00 Please submit by July 16, 2001

Section I - Participant Information

Organization Name: Federal Facility Phone: (202) 555-1234

Principal Contact: Mary Smith E-mail: msmith@fedfac.gov

Facilities included in report and number of employees: Headquarters (1,300 employees)

NAICS Code (if available) _____

Section II - Waste Prevention

Describe your activities under the three waste prevention WasteWise goals undertaken in 2000. Please describe the primary material and product targeted in the activities from the attached lists. **Please do not include recycling data here—recycling collection activities should be reported in Section III.**

WASTEWISE GOAL 1: Description of Activity

Reduced office paper through the following activities:

1. Made phone books available online thereby reducing high-grade paper.
2. Switched to electronic employee newsletter thereby reducing mixed paper.

WASTEWISE GOAL 2: Description of Activity

Reused incoming transport packaging materials including corrugated boxes and polystyrene peanuts for outgoing packages.

WASTEWISE GOAL 3: Description of Activity

Switched from polystyrene plates and cups to reusable plates, utensils, and cups in cafeteria.

Section III - Recycling Collection

1. For the materials that you collected for recycling as a result of activities undertaken in 2000 under the WasteWise program, please indicate the pounds collected of each material in the **WasteWise Amount** column, if you are able to separately measure this amount. Please describe (in the space provided in Section V) how you are able to distinguish the results of your efforts to meet your WasteWise recycling goals, as contrasted to the results of other recycling activities you may have conducted or other factors affecting recycling efforts.
2. If you are not able to separately measure the amount collected under the WasteWise program, please indicate the total pounds collected in 2000 of each material in the **2000 Amount** column. Please also share your total recycling activities, in addition to reported WasteWise amounts, if you can.
3. Total the figures at the bottom of each column.
4. To indicate your 2000 WasteWise recycling collection goals, select the activities (see shaded box) that best describe each goal. Enter the corresponding activity number(s) in the **Activity Box** next to each material that you collected **as part of a WasteWise goal**, regardless of whether you are able to measure the amount collected.

NOTE: If you report both a WasteWise Amount and a 2000 Amount for a specific material(s), the 2000 Amount should include the WasteWise Amount.

| Materials | | WasteWise Amount | Activity Box | 2000 Amount | |
|--------------------------|-----------------------------------|------------------|--------------|-------------|--|
| | | Pounds | | Pounds | |
| Paper | Corrugated | 55,000 | 5 | 167,000 | Activities Corresponding to WasteWise Goals 1- Education/ Outreach 2- Investigate recycling opportunities (e.g. waste audits) 3- Collect new material(s) for recycling 4- Reduce contamination by non-recyclables 5- Increase amount collected of an existing recycled material 6- Establish measurement system 7- Expansion or continuation of a previous year's goal 8- Other (please describe below) |
| | Office paper (high grade) | 190,000 | 5 | 590,000 | |
| | Office paper (mixed) | 31,000 | 3, 6 | 31,000 | |
| | Magazines | | | | |
| | Newspaper | | | | |
| Plastics | PET | | | | |
| | HDPE | | | | |
| | PVC/vinyl | | | | |
| | LDPE | 2,000 | 3, 6 | 2,000 | |
| | Polypropylene | | | | |
| | Polystyrene | | | | |
| | Other/mixed plastics | | | | |
| Metals | Aluminum cans | 6,000 | 3, 6 | 6,000 | |
| | Other aluminum | | | | |
| | Other nonferrous metals | | | | |
| | Steel cans | | | | |
| | Other steel | | | | |
| Other | Other ferrous metals | | | | |
| | Glass containers | | | | |
| | Food scraps composted off-site | | | | |
| | Yard trimmings composted off-site | | | | |
| | Wood | | | | |
| | Other (describe) | | | | |
| Total Recyclables | | 284,000 | | 796,000 | |

OPTIONAL: Changes in Expenditures. Please describe such changes associated with your organization's 2000 WasteWise recycling goals by category (e.g., changes in disposal costs).

Recycled 796,000 lbs of materials = 398 tons

398 tons x \$33.60/ ton tipping fee = approximately \$13,400 saved in avoided disposal fees

Section IV - Buying or Manufacturing Recycled-Content Products

Please describe the recycled-content product changes in 2000 under your WasteWise program. Such actions could include the following (check all that apply):

- ☐ Research new products;
- ☒ Purchasing products for the first time with recycled-content (e.g. replace a virgin product with a recycled-content product);
- ☐ Education programs on buying recycled;
- ☒ Changes in the amount of recycled content in products your organization had previously purchased with recycled-content;
- ☐ Changes in the quantity of products purchased with recycled-content;
- ☒ Developing purchasing specifications, policy, or guidance documents;
- ☐ Tracking and measuring purchases;
- ☐ Testing product performance; and
- ☐ Encourage vendors to carry more recycled-content products.

Where possible, please provide specific information, such as materials and products (choose from the attached list), percent average recycled-content, and pounds of product purchased.

1. For the first time, purchased 5,000 pounds of janitorial supplies including toilet paper & paper towels made with 100% recycled content.

2. Increased the amount of recycled content in napkins to 100%. Purchased 1,500 pounds.

3. Developed guidance document outlining formal affirmative procurement policy to meet the objectives of E.O. 13101.

TOTAL RECYCLED-CONTENT PURCHASES (OPTIONAL):

Please indicate how recycled-content product purchases compare with your total purchases:

Total amount spent on products with recycled-content \$ 650,000

Recycled-content product spending as a percent of total product spending _____%

FOR MANUFACTURERS ONLY

Please complete the following information if you changed the amount of postconsumer material in products manufactured by your organization in 2000.

| Product (choose from list) | Postconsumer Material (choose from list) | Previous Postconsumer Content (%) | Postconsumer Content (%) in 2000 | Pounds of Postconsumer Material Used in 2000 |
|-------------------------------|---|--------------------------------------|-------------------------------------|---|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Section V - Comments

Please attach any additional information you would like to share about your activities (e.g., external promotion of WasteWise, employee education, etc.) or comments about the WasteWise program. With permission from individual organizations, EPA will share successes with others.

We would be interested in attending a WasteWise workshop; please continue to include workshop dates in the "WasteWise Bulletin" and on the homepage.

A local newspaper recently featured our facility's waste reduction program. We are enclosing a copy of this article.

Additionally, based on the success of our program, we are interested in applying for a WasteWise Award. Please find our application attached to our reporting forms.

Please attach any additional information you can share about your measurement methodology, including ways to better distinguish WasteWise results from actions taken for other reasons (e.g., to meet state and local mandates). Please also discuss factors that might affect your ability to reliably determine the effect of your WasteWise program, in order that we can better interpret the data you provide.

Please sign and mail to EPA at:

WasteWise Program
U.S. Environmental Protection Agency (5306W)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Or you can fax your form to us at:

703 308-8686

Signature of Principal Contact _____ Date _____

Print Name Mary Smith Title Environmental Manager